Eagles
NEIL ARMSTRONG SCHOOL

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STAFF INFORMATION

QUALIFICATIONS

Each candidate for a regular teaching position at Neil Armstrong School shall be required to have the following qualifications:

1. A bachelor's degree from an accredited college or university.

2. An Iowa teaching certificate, properly endorsed for the grades or subject the candidate is to teach.

3. Specialized training for teaching the grades or subjects to which the candidate will be assigned.

4. In addition, each candidate shall be expected to give evidence of the following characteristics:

   A. A genuine interest in children and youth.
   B A devotion to the profession of teaching based on a recognition of its vital place in developing responsible citizens.
   C. A desire to serve school and community.
   D. Evidence of good health, vitality, and enthusiasm.
   E. A willingness to comply with the district's physical examination requirment.
   F. Evidence of self-expression.

Candidates shall be considered on the basis of their merits and effectiveness as teachers without regard to their residence, nationality, religion, or marital status.

TEACHER'S CERTIFICATE

Teachers must have a valid Iowa Teacher's Certificate registered in the superintendent's office.

TRANSCRIPT

All teachers new to the system must furnish an official transcript of credits to the superintendent's office at the beginning of the school year. This will be kept in your file. Transcripts of additional credit should be filed in the Central Administration Office by September 7th of the contract year.

EDUCATIONAL LANE CHANGE AND APPROVED PROGRAM FOR SALARY ADVANCEM

Teachers should familiarize themselves with the requirements for approval of courses for salary advancement and educational lane change as detailed in Article V of the Master Contract. They should also note deadline dates.

PAY PERIODS

Pay checks will be issued on the 20th of each month or before the 20th when the pay date falls on or during a school holiday, vacation or weekend.

FRINGE BENEFITS

See the current Master Contract on fringe benefits -- Article VII.

PAYROLL DEDUCTIONS

See the current Master Contract on deductions -- Article IV.

PHYSICAL EXAMINATION

A physical examination is required upon employment in the North Scott Community School District and additional examinations are required every three years. See Master Contract, Article XIV for reimbursement information.

MULTICULTURAL NONSEXIST POLICY

It is the policy of the North Scott Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Superintendent of the North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa, 319-285-4819, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII, Office of Civil Rights, Department of Education, Kansas City, Missouri.

GENERAL POLICIES AND PROCEDURES

ABSENCE AND STAFF ILLNESS

If a staff member will be absent due to illness, call 285-4819 for a substitute and call 285-8403 to notify the principal. These calls should be made between 6:00 and 7:15 a.m. Teachers calling after 7:30 a.m. should call the school office 285-8223. A call must be made each morning of illness unless the school office is notified the previous afternoon. Teachers should call and notify the school office when they expect to return after an extended illness. The principal may request a doctor's certificate verifying a staff illness if this is deemed necessary.

Upon returning from an absence, the staff member must complete an absence report and turn it in to the building secretary.

Student teachers should call their critic teachers in case of illness.

ACCIDENTS

The staff is responsible for emergency treatment of an injury. As soon as possible, this responsibility should be transferred to the school nurse or persons who are medically certified.

An accident report should be completed any time the care of a physician is required. (An original and a copy is needed). Forms are available in the nurse's office. If a staff member is injured while working, a workmen's compensation form should be completed and filed in Central Office.

AFTER SCHOOL - CHILDREN

If children are to be kept after school, parents must be notified via phone or note Teachers will remain in the classroom to supervise students whenever children are kept after school.

ANIMALS/PETS

Animals or pets may visit school if accompanied by an adult and only if the teacher has previously granted permission.

ATTENDANCE

A list of students who are absent or tardy should be placed on the E-Z clip by the homeroom in the morning and the afternoon. The lunch count should be included in the a.m.

Parents should call the school office each day their child will not be in attendance and state the reason for the absence. If the parent does not notify the office via phone, a note will be required from the parent stating the reason for the absence Office personnel will put messages in the homeroom teachers' mailbox regarding student absences reported via telephone.

If absences are frequent and/or a pattern is noticed, bring this to the attention of the school nurse and principal. The school nurse will communicate with the parent(s) of a student who is absent for more than three consecutive days if the parents have not notified the school of the absence.

Students who are absent will be required to make up work assigned by the teacher Students and their parents are responsible for completing make-up work

The school nurse will notify the principal when a student is tardy three times.

CARE AND USE OF SCHOOL EQUIPMENT AND PROPERTY

Exercise respect and care in the use of school equipment, materials and property. Teach students the appropriate use of all school material and set a good example. Inspect desks, chairs, and tables periodically for unnecessary marks. Keep storage space neat and orderly at all times. Take the time to return ALL paper and supplies to their proper places.

Staff: School property and materials will not be used by persons other than the school staff unless authorized by the principal.

Students: School activities shall be given preference over all other scheduled activities. The school building is closed to all student activities outside school hours unless the event is on the calendar and is supervised by an authorized adult. No school equipment is to be issued to students outside school hours.

Community: The school building may be used by individuals and groups who have been authorized by the principal and/or superintendent after the receipt of a properly submitted request and provided the regular school program does not conflict. A calendar of building activities is maintained in the school office and must be checked before any activity is scheduled. North Scott School Board Policy is followed regarding use of the building.

DO'S AND DON'TS TO ASSIST IN BUILDING MAINTENANCE

1. Do not use tape of any kind on blackboard surfaces.
2. If paint or glue is spilled on carpeting, clean immediately with water.
3. Do not let glue dry on desks, sinks, or counter areas.
4. Assist in daily maintenance by doing the following:

    a. All paper and other material should be off the floor before students leave.
    b. Student chairs should be set on desks, tables, or stacked. Desks are washed on Tuesday evening in the primary area and on Thursday evening in the intermediate area.
    c. Students should keep cloak rooms neat and picked up at all times.
    d. Turn out lights when leaving an area.
    e. Close and lock all windows and doors.

5. Due to limited storage in the building, staff should continually evaluate materials as to their usefulness. Unused items should be given to another staff member for use or thrown away.
6. Students should use a wastebasket if they are suddenly ill rather than not making it to the restroom or nurse's office.

CHILD ABUSE/NEGLECT

When teachers are aware of signs and symptoms which may indicate child abuse or neglect they must notify the principal who will contact the appropriate authorities.

CLASSROOM VISITATION

Staff: An open door policy allows other professional personnel to visit any classroom except when testing is being done. Teachers are encouraged to visit other classrooms during preparation periods; courtesy would require that a visiting time be mutually agreed upon by both teachers.

CLASSROOM VISITATION, continued

Parents: Parents are welcome and invited to visit classrooms: an open door policy is maintained Courtesy requires that parents call first and coordinate a time to visit with the classroom teacher so that testing schedules, field trips, etc. will not be interrupted.

Students: Students from other buildings may visit Neil Armstrong if permission has been granted by the principal in advance.

CUMULATIVE FOLDERS

Cumulative folders for children will be housed in a locked fire-proof file in the school office. These records are not to be kept in classrooms or taken out of the building. They will be maintained by teachers.

Parents have access to the school records of their children. School employees respect the privacy of student records and recognize that only important, factual information should be placed in the permanent record. Board policy limits information which can be given to people outside the district without the written permission of the parents.

The order for materials housed in the permanent record is:

1. Enrollment sheet
2. Picture composite
3. ITBS Graph
4. Special services
   permission for special services,
   reports
5. Reading and math folders (when students leave the building)
6. Report cards
7. Records from other districts

File all materials with the most recent on top. Teachers shall be responsible for maintaining records in this order.

CURRICULUM COMMITTEES

Building committees shall exist in these areas: instructional improvement, reading, language/writing center, math, science/health, social studies, and specials. The committees will meet at the discretion of the building principal.

The purpose of each committee is to review the scope and sequence of each curricular area as it is taught in the building, determine needs, adequacy of equipment and materials, attempt to improve the curriculum, and make recommendations to the building principal.

One person from each building curriculum committee shall serve on the respective district curriculum committee.

D.E.A.R.

D.E.A.R. (Drop Everything And Read) time will be scheduled every day. Teachers and students will read silently. Teachers will assure that students have appropriate reading material at their level.

DISCIPLINE

Students are responsible for their actions. Routine disciplinary action will be handled by the teachers. If, due to the frequency or severity of student misconduct, a child is taken to the principal's office, the principal will talk with the student and the parents may be called. Consequences of misconduct may include: counseling, verbal reprimand, loss of privilege, a written assignment, restitution, parent conference, and/or in-school suspension. At the beginning of the school year children will be reminded of school rules and disciplinary action.

See Board Policy Series 500 for more complete information.

DIVORCED PARENTS

The custodial parent has responsibility for custody, care, control and education of the children. If one parent has a court order that limits the rights of the other parent, a copy of the court order should be on file in the student's cumulative record. If a court order is not provided, equal rights will be provided to both parents.

DUE PROCESS/STUDENTS

The essential rights involved in disciplinary procedures stem from the concept of due process. Under this process, students are entitled to:

a) know what the rules and regulations are.
b) be advised of misconduct that involves parent notification and have opportunity to explain themselves.
c) appeal a disciplinary decision regarding their misconduct to a higher level.

In the administration of disciplinary procedures the student will be made to feel that his or her value as a person is not questioned.

DUPLICATING

Duplicating can be done by the clerical aide, secretary, and trained volunteers.

DUTIES

Staff members shall share in building duties and responsibilities.

Morning: Children are to remain outside the building until 8:10 and may go into the building at that time if they need to buy lunch or milk tickets. Otherwise, children will remain outside until 8:20. The teacher on duty will greet the children, determine who needs lunch tickets, and maintain order.

Playground: The teacher on duty decides:

1. whether the blacktop or entire playground area will be used.
2. what equipment is permitted on the playground for that play period.
3. when to terminate outside activities if inclement weather begins.

The duty teacher shall see that children enter the building in an orderly manner. Children will remain indoors if the temperature is 0° or below.

Lunchroom: Children will be escorted to the lunchroom by the homeroom teacher. Children will be able to talk quietly with each other and may sit by friends as long as their gehavior is appropriate.

DUTIES, continued
Indoor Recess: During indoor recess, the recess duty teacher(s) will supervise students in their areas.

FIELD TRIPS
Arrangements for field trips shall be made by the classroom teacher(s). Field Trip Permission and Evaluation forms must be completed and routed to the principal's office. Written consent from the student's parent is required in advance for any trip involving busing. Check the reverse side of the Emergency Card filed in the nurse's office for parental consent.

FILM ORDERS
Film orders are made to AEA IX's Media Center. The media aide will distribute and collect films. AEA bills for media materials will be assessed to the appropriate individuals. A list of all films in the building for the week will be posted on the media office window.

FIRE DRILLS
Alarm--a continuous ringing sound. Walk briskly and quietly out of the building and go to the designated playground area. Exit paths for each area are indicated on the diagram in the Appendix. A copy of the exit plan should be posted in the homeroom.

Take attendance immediately. Homeroom teachers are responsible for their own children. An all clear notice will be given. Students will quitely return to the building. Discuss and practice the procedure with children before the first drill.

Specials: P.E. - go out gym door and stay together as a class.
Art - go out front door and stay together as a class.
Music - go out kindergarten doors and stay together as a class.
Library - go out 5th/6th grade doors and stay together as a class.

If children are in resource room, reading room, conference room, Chapter 1 room or speech room, they should exit out the nearest door with the special teacher and find their homeroom group.

HEALTH RECORDS
Health records are maintained in the nurse's office. During the first week of school the nurse will talk with each teacher about any homeroom students who have chronic health problems and/or are on daily medication.

INVENTORY
The staff is responsible for assisting the principal and building secretary in maintaining an inventory of school property. The principal will direct this procedure.

KEYS AND USE OF BUILDING AFTER SCHOOL HOURS
Master keys are issued to the principal, building secretary, school custodians, and p.e. teacher. Staff wishing to work in the building after school hours should check with any of these people for access to the bhilding and alarm system. Any staff member leaving the building after hours shall turn out all lights and double check the doors to make sure the locks and alarm system are engaged. DO NOT assume doors will close and lock themselves. Check to make sure.

LEAVES
Teachers should consult the Master Contract regarding leaves:
Sick Leave - Article VIII
Temporary Leaves of Absence - Article IX
Extended Leaves of Absence - Article X
Teachers will complete the appropriate forms and return them to the principal's office.

LESSON PLANS
Each teacher is responsible for maintaining a lesson plan book. Inside the front cover include the specials schedule, daily schedule, duty schedule, and shortened day schedule. Lesson plans are for your benefit. Substitute teachers should be able to follow the plans.

LETTERS, MEMOS, AND NOTES
Written communication from teachers to parents for the entire classroom must be seen by the principal before they are sent.

LUNCH
All staff will have a 30 minute duty-free lunch. It is helpful for teachers to occasionally eat lunch with their students.

MAIL BOXES
Staff mail boxes are housed in the office area. Please check boxes daily. Check the top of the mail boxes for large packages, films, etc.

MEDIA CENTER
The media center may be used by students from 8:10 a.m. to 4:00 p.m. It will be closed during the noon hour unless a special arrangement is made with the media teacher. The media teacher will schedule classes for skills instruction, literature, and research.

MEDICATION
All medication will be stored in and administered from the nurse's office. All medication must be in a container from the pharmacist labeled with the student's name, medication, the time(s) the medication is to be given, and the dosage. A form must be completed by the parent giving the school permission to administer the medication. Forms are available through the school office. Aspirin may be given if the parent has given written permission on the reverse side of the emergency card.

MONEY
All money collected by teachers should be appropriately labeled, sealed in an envelope, and given to the office secretary by 4:15 each evening if it is to be locked in the building. Money should never be left in a classroom overnight. Any special collection of money from the students must be authorized by the building principal.

NEW STUDENTS
New students will be required to register in the office Student(s) from the homeroom should orient the new student to the building. The special reading teacher will test the youngster to determine placement in an appropriate reading group. The student's cumulative record will be requested from the school previously attended.

OPENING EXERCISES
Opening exercises will include reciting the Pledge of Allegiance to the American Flag and the singing of a patriotic song The primary classes and the intermediate classes will each hold opening exercises one morning a week.

OUTSIDE DOORS
Outside doors will be locked by 4:00 p.m. Each teacher should check to see that windows and doors are locked when leaving the building.

PURCHASE ORDERS
All requests for purchase orders must be cleared through the principal. Please indicate all the necessary information on the request.

RESOURCE PEOPLE
The media center will maintain an updated file of resource people available in the area. All resource people and visitors should check in at the school office before going to a classroom. Teachers should notify the office if they are expecting a visitor.

SCHOOL DAY
The teachers' day will be from 8:00 a.m. to 4:00 p.m. on all contract days unless otherwise notified by the principal. Teachers will sign-out in the school office when leaving the building.

SIGN-IN SHEET
A sign-in sheet is posted in the staff lounge. All staff members are to read the announcements. Any staff member is welcome to put announcements on the sign-in sheet. Announcements should be listed before 8:00 a.m. All staff members who sign in prior to 8:00 a.m. should check for late announcements shortly after 8:00 a.m.

SMOKING
NO SMOKING anywhere in the building except in the staff lounge.

SOCIAL FUND
Money will be collected for the social fund. Guidelines for expenditures are located in the appendix.

STAFF MEETINGS
Teachers are to reserve Monday evenings from 3:10-4.00 for faculty meetings and curriculum committee meetings. Teachers will be reminded of scheduled meetings on the sign-in sheet.

SUBSTITUTE TEACHERS
Substitute teachers are sent to the building from Central Office. Each substitute teacher will receive an orange pamphlet which has been completed by the teacher she/he is replacing. Substitute teachers will follow lesson plans left by the teacher in the plan book. A substitute report form will be completed and routed to the homeroom teacher and the principal. The orange Guide for Substitute Teachers should be kept up-to-date.

SUPPLIES
Supplies are to be acquired by the teacher during preparation time. Students are not to be sent to the office for supplies. Supplies and/or materials which are not available may be ordered if a need is established and funds are available. No payment will be made for supplies and materials purchased without advance permission from the principal. A receipt is required before any reimbursement will be approved. Please turn in receipt when reimbursement is requested.

TEACHER EVALUATION
The building principal is the primary evaluator. See Article XVI of the Master Contract for specific procedures.

TELEPHONE
Office: 285-8223
Library: 285-8227

The office lines are to be used primarily for school business. Teachers will not be called from class to take a personal call unless it is an emergency. Phone messages for teachers and students will be placed in the teacher's mailbox.

Students may not use the telephone unless they have written permission from the teacher.

All long distance calls must be logged in the office. If personal long distance calls are made, please use your credit card.

TORNADO DRILL
Alarm -- boat horn.

The state requires four tornado drills per year -- at least that many will be held. Safety areas for children are indicated on the diagram in the Appendix. Children should face the wall, sit Indian style, put their head between their knees and put their arms over their heads for protection. Children will be silent during this procedure. An all-clear bell will be sounded. Children will quietly return to their instructional area. Discuss and practice the procedure with children before the first drill.

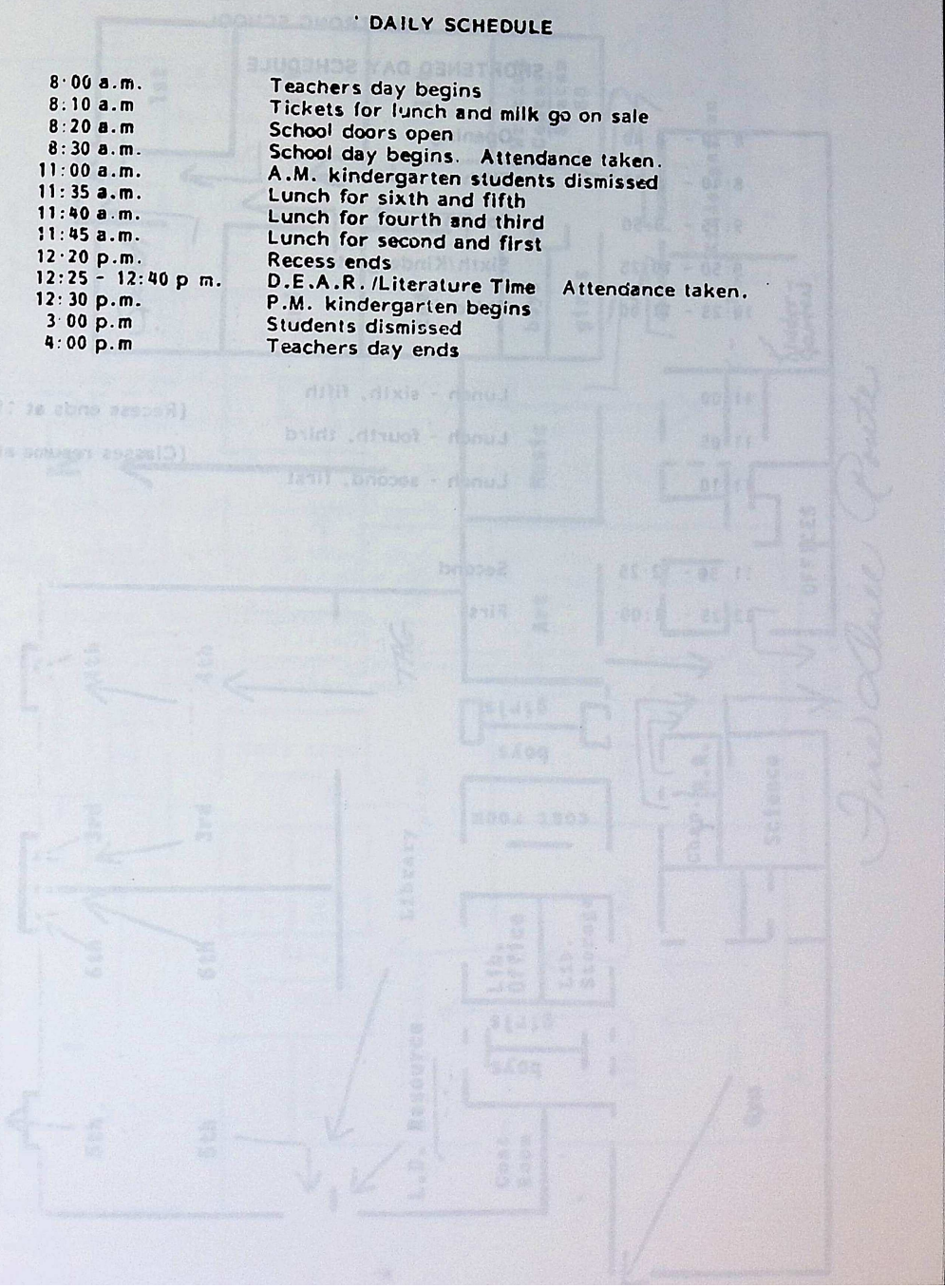
VOLUNTEERS
We welcome and encourage parent volunteers to help in the classroom and with clerical tasks Volunteers will be asked to participate in an orientation program. They must sign in and out in the school office. Teachers who know of effective volunteers should give the list to the principal.

WORK MEETINGS

A work meeting is conducted by the principal and is an opportunity for all school staff working with a youngster to share information about the child. Work meetings may be requested by any staff member and must be scheduled by the principal. The following people may be requested to attend: principal, psychologist, nurse, speech clinician, current classroom teacher, previous teacher, special reading teacher, M.D. resource teacher, Chapter 1 teacher, art, music, p.e. teacher, media librarian, TAG teacher, and special education consultant. The goal will be to share strengths and weaknesses and determine a positive course of action.

DAILY SCHEDULE

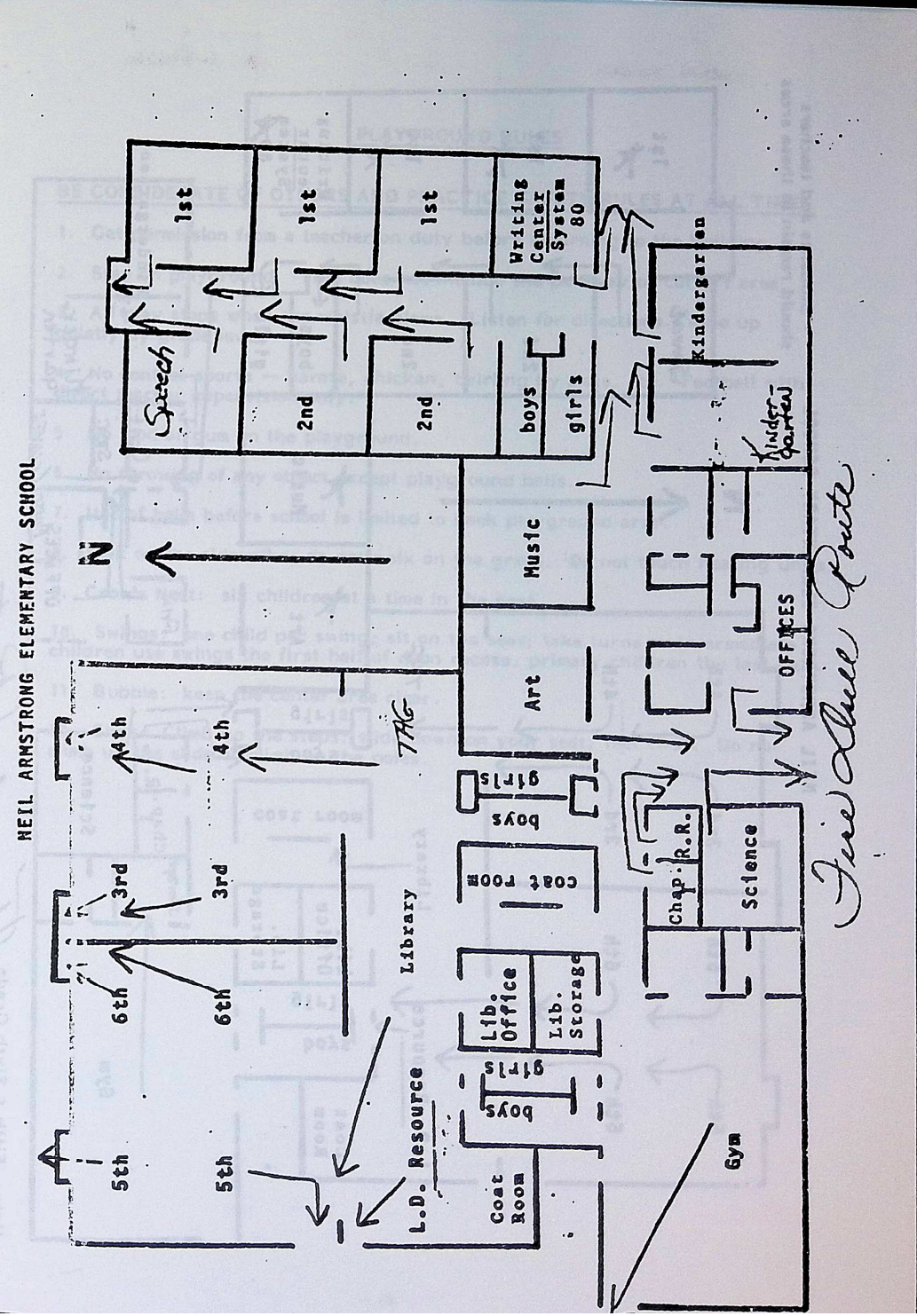
8:00 a.m.	Teachers day begins
8:10 a.m	Tickets for lunch and milk go on sale
8:20 a.m	School doors open
8:30 a.m.	School day begins. Attendance taken.
11:00 a.m.	A.M. kindergarten students dismissed
11:35 a.m.	Lunch for sixth and fifth
11:40 a.m.	Lunch for fourth and third
11:45 a.m.	Lunch for second and first
12:20 p.m.	Recess ends
12:25 - 12:40 p m.	D.E.A.R./Literature Time Attendance taken.
12:30 p.m.	P.M. kindergarten begins
3:00 p.m	Students dismissed
4:00 p.m	Teachers day ends



NEIL ARMSTRONG SCHOOL

SHORTENED DAY SCHEDULE

8:30 - 8:40	Opening	
8:40 - 9:15	Fifth	
9:15 - 9:50	Fourth	
9:50 - 10:25	Sixth/Kindergarten	
10:25 - 11:00	Third	
11:00	Lunch - sixth, fifth	(Recess ends at 11:45)
11:05	Lunch - fourth, third	(Classes resume at 11:50)
11:10	Lunch - second, first	
11 50 - 12:25	Second	
12:25 - 1:00	First	



PLAYGROUND RULES

BE CONSIDERATE OF OTHERS AND PRACTICE SAFETY RULES AT ALL TIMES

1. Get permission from a teacher on duty before returning to the building.
2. Stay on playground. This does not include the parkway or culvert area.
3. All play stops when the whistle blows Listen for directions. Line up quietly by grade level.
4. No contact sports -- karate, chicken, twirling by arms, etc. Football with direct teacher supervision only.
5. No food or gum on the playground.
6. No throwing of any object except playground balls.
7. Use of balls before school is limited to back playground area.
8. Walk on the sidewalks; do not walk on the grass. Do not touch heating units.
9. Crow's Nest: six children at a time in the nest.
10. Swings: one child per swing; sit on the seat; take turns -- intermediate children use swings the first half of noon recess, primary children the last half.
11. Bubble: keep the center area clear.
12. Slide: Climb up the steps; slide down on your seat, feet first. Do not climb up the slide or climb on the poles.